

# Northeast Region Construction Specifications Institute

## Technical Committee

Adopted: August 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Technical Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

### **From Part 4 of the RAR (Region Policy)**

#### **TECHNICAL COMMITTEE**

1. Membership
  - (a). Chair and Co-chair appointed by President
  - (b). Members of the committee are the Technical Committee Chairs of each chapter.
2. Purpose and responsibilities:
  - (a). Develop programs to promote interest and understanding of the Institute Technical Documents Program.
  - (b). Maintain contact with the chapter Technical Documents Committee Chairman.
  - (c). Make recommendations for the Region Technical Award in accordance with the Region Awards Guide.
  - (d). Other duties as defined by the Board.

### **From Part 7 of the RAR (Region Committee Guidelines)**

#### **TECHNICAL COMMITTEE**

##### **A. INTRODUCTION**

1. The purpose of the Institute Technical Program includes:
  - a). Promoting leadership by CSI in all matters pertaining to improved specification and other documentation practices in the construction and allied industries.
  - b). Providing liaison with national professional societies, trade and manufacturing groups, and others interested in the development of formats, guides, specifications, new techniques, and methods and standards.
  - c). Promoting leadership by CSI in all matters pertaining to communication in the construction industry and allied work and other activities related to CSI's strategic plan for creating and sustaining the built environment.

##### **B. PURPOSE OF THIS GUIDE**

1. The purpose of the Region Technical Committee Guide is to assist the Region Technical Committee in implementing the Region's Technical Program. This program consists of:
  - a). Work to achieve the goals and objectives established for the Region Technical Program by the Region Board within the budget provided by the Region.
  - b). Promoting and implementing a specific Region Technical Program.
  - c). Helping members and Chapters implement the Institute's Technical Program.
  - d). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Technical Program activities.

#### C. SPECIFIC REGION TECHNICAL COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of CSI Technical Program.
2. Promote Chapter and member participation in the Institute Technical Program by providing articles and other information for Chapter newsletters.
3. Provide information to Chapter Technical Chairs about technical materials that are available from the Institute.
4. Identify activities that should be a part of the Region Technical Program.
5. Develop methods to increase Chapter and individual member participation in Institute Technical Program development.
6. Assist in the development of Chapter Technical Programs.
7. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary

#### D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as Northeast Region liaison with Institute Technical Committee.
3. Serve as the Communications path between the Institute Technical Committee and the Chapter Technical Committee for 3-way communications.
4. Communicate with Region Technical Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Technical Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Technical Chairs.
6. Submit a "Year-end Report" to Region President and Vice President summarizing Region Technical Committee activities for the year. A copy of this report to be submitted to the Institute Technical Committee.
7. Distribute material received from Institute Technical Committee to Chapter Technical Chairs as appropriate.
8. Request Region Budget allocation if funding is required to perform Committee's assigned duties.
9. Assist in judging nominations for the Region Joseph S. Zajchowski, CSI, CCS Technical Excellence Award

#### E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Technical Committee.
2. Report Chapter Technical program activities to Region Committee Chair.

3. Communicate with other Chapter Technical Committee Chairs as a way of sharing idea and concerns.
4. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
  - a). Technical Program Guide
2. Northeast Region Administrative References
  - a). Part 4, Section 12
  - b). Part 5 – Region Awards Guide